

January 8, 2009

Ms. Kristy Hein
Menasha Parks & Recreation Department
140 Main Street
Menasha, WI 54952-3190

Dear Kristy,

Thanks so much for taking time to speak with me about the arrangements for the 2009 ThedaCare Hoedown at Jefferson Park on September.

I have enclosed the Park Facility Reservation Form and Beer Permit (completed to the best of my ability). Please feel free to contact me if you need any additional information at this time.

The schedule should be the same as last year:
Set up on September 17 and 18
All-day event on September 19
Tear down and cleanup on September 20

I will be your primary contact for this year. You can reach me by phone at 920-236-8030 or by e-mail at ldevillers@gofox.com.

I appreciate your help, and I very much look forward to working with you!

Thanks and best regards,

Laurie DeVillers
Fox Premier Meetings and Incentives

Kristi Heim

From: Kristi Heim
Sent: Monday, January 12, 2009 9:01 AM
To: Laurie DeVillers
Subject: Theda Care Form

Hi Laurie,

I have received the Park Reservation form and have placed a hold on the dates listed on the form. There is another form attached as there is a second page that was not attached. It contains the Hold Harmless Agreement and Beer Permit (For Consumption Only). If you could fill out those two areas and either mail it to me or fax (967-5272) it to me I will put it with your current form. Please contact me with any questions you may have on the attached form. I will let Brian know you have submitted your preliminary paperwork. You will need to contact him to set up any planning meetings (btungate@ci.menasha.wi.us or direct at 967-3641).

Please be aware that there may be other forms you will need to fill out with our City Clerk (refer to page 3 of the attached form).

Thanks and have a great week!

Kristi Heim
City of Menasha
Community Development Department - 967-3650
Parks and Recreation Department - 967-3640
kheim@ci.menasha.wi.us
www.cityofmenasha-wi.gov

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